HEF-GH INSTITUTIONAL REFERENCE REPOSITORY

Hope and Empowerment Foundation GH LBG (HEF-GH)
Empowering Communities · Nurturing Hope · Inspiring Futures · Transforming Lives

> **Purpose of this document:** This is HEF-GH's permanent, consolidated institutional reference file, compiled from official HEF-GH source documents (Press Release, Institutional Governance and Policy Architecture, and Governance Policy Manual). It is intended as the single internal source of truth for organisational facts, programme data, and governance policy for all staff, board, partner, and proposal-drafting purposes.
>
> **Source documents consolidated here:**
>
> - HEF-GH Press Release — "HEF-GH Expands Impact Across Ghana Through Education, Skills Development and Humanitarian Outreach"

> - HEF-GH Institutional Governance and Policy Architecture (Framework Ref: HEF-GH/GOV/ARCH/2026/001) — 18 Master Policies
> - HEF-GH Governance Policy Manual (Manual Ref: HEF-GH/POL/MANUAL/2026/001) — 6 detailed standalone policies
> - HEF-GH Organizational Profile — 2026 Edition
> - HEF-GH Comprehensive Institutional Profile & Humanitarian Impact Report — 2026 Edition

---

1. ORGANISATIONAL PROFILE

Field	Detail
Full Name	Hope and Empowerment Foundation GH LBG
Short Name	HEF-GH
Type	Non-Profit, Humanitarian and Community Development Organization; Company Limited by Guarantee (LBG)
Organisation Reg. No. (ORC)	CG074131025

Field	Detail
Registry Verification	Confirmed via Office of the Registrar of Companies (ORC) Portal — Business Type: "Company Limited by Guarantee". Source: rgdonline.gegov.gov.gh/orc-app/ (retrieved 22 July 2026)
NPO Secretariat Status	"In Good Standing" — Category: National; Type: Humanitarian Based; Issue Date: 7 November 2025; Expiry Date: 6 November 2026. Source: npos.mogcsp.gov.gh/npos_status/ (retrieved 22 July 2026)
TIN (Taxpayer ID No.)	C0066381088
Tax Office	Achimota TSC
GRA Compliance Status	No pending returns or payments on record (as at 22 July 2026)
Wikidata ID	Q140645961 — wikidata.org/wiki/Q140645961
Country of Operation	Ghana

Field	Detail
Head Office	Franco Estates, Ga North Municipality, Greater Accra Region, Ghana
Email	info@hopeempowermentfoundationgh.org
Website	www.hopeempowermentfoundationgh.org
Phone	+233 547 897 478 / +233 548 775 357
Founder & Executive Director	Rev. Francis Kofi Takyi Adams
Treasurer / Finance Officer	Mrs. Esther Tetteh
Bankers	Zenith Bank (Ghana) Ltd, Achimota Branch — Corporate Current Account (GHS) and Foreign Exchange Account (USD); dual-signatory ("both to sign") mandate held by Rev. Francis Kofi Takyi Adams and Mrs. Esther Tetteh
Brand Colours	Royal blue (#30318E) and white
Tagline	Empowering Communities · Nurturing Hope · Inspiring Futures · Transforming Lives

Vision

To be a leading catalyst in building a self-reliant Ghana where every individual thrives in dignity and reaches their full potential.

Mission

To alleviate poverty through sustainable human capital development, community empowerment, education, skills development, and humanitarian support — building a self-reliant Ghana where every individual thrives in dignity to succeed.

Areas of Work

Education, vocational skills development, humanitarian aid, healthcare advocacy, child welfare, youth empowerment, and faith-based community transformation.

Core Values — H.E.A.R.T

Letter	Value	Description
H	Humanitarian Service	Serving humanity with compassion and dignity
E	Empowerment	Creating opportunities for sustainable growth

Letter	Value	Description
		and self-reliance
A	Accountability	Promoting transparency, integrity, and responsible stewardship
R	Reformation	Transforming mindsets and inspiring positive behavioural change
T	Transformation	Creating measurable and lasting impact in communities

Who We Are

HEF-GH is a registered Ghanaian non-profit organization committed to alleviating poverty through sustainable human capital development, education, vocational empowerment, humanitarian interventions, and community transformation. Established to address the root causes of poverty and vulnerability, HEF-GH works with children, youth, women, vulnerable families, educational institutions, government agencies, development partners, and community stakeholders to create lasting social impact.

---

2. SEVEN STRATEGIC PILLARS

1. Human Capital Development Through Mindset and Character Capacity Building Education
2. Educational Support
3. Vocational Empowerment Skills Training Academy and Livelihood Toolkits Support
4. Children, Youth and Women Empowerment
5. Humanitarian Aid and Charity
6. Healthcare Support and Advocacy
7. Faith-Based Empowerment

---

3. IMPACT — BY THE NUMBERS

Metric	Figure
Students Reached	7,119
Schools Engaged	34
Orphanage Beneficiaries	370
Vocational Trainees	50

---

4. FLAGSHIP PROGRAMMES

4.1 Mindset First — Future Ready Leader Project

- **Reach:** Over 7,000 students in Ga North Municipality — 34 Basic and Senior High Schools covered; **7,119 students** directly impacted per the Press Release / **7,120 students** per the Comprehensive Institutional Profile and the Ga North Municipal Assembly endorsement letter *(2-vs-1 discrepancy, leaning toward 7,120 — see §14)*
- **Implemented with:** Ga North Municipal Assembly and the Ghana Education Service (GES) Ga North Directorate
- **Focus:** Mindset transformation, character development, leadership formation, responsible citizenship, critical thinking, and future readiness
- **Outcome focus:** Leadership development, self-awareness, career planning, positive attitudes toward education, entrepreneurship, discipline, innovation, and personal responsibility

4.2 Free Vocational Empowerment Skills Training Academy (FVESTA)

Free vocational training for unemployed and unskilled youth and women, building marketable skills and self-reliance.

- **Season One** — Soap Production; 3-month duration; **20 graduates** per the Press Release and

the Ga North Municipal Assembly endorsement letter / **14 beneficiaries** per the Organizational Profile and the Comprehensive Institutional Profile *(figures conflict 2-vs-2 across source documents — see Document Control Notes, §14, for reconciliation flag)*; also included entrepreneurship development and business skills training

- **Season Two** — Fashion and Design; Pastries and Bread Baking; 3-month training cycle completed; **Graduation Ceremony scheduled for 5 September 2026**
- **Season Three** — Enrollment ongoing; training areas expanded to: Soap Production, Pastries and Bread Baking, Fashion and Design, Electrical Engineering, and Pedicure and Medicare

4.3 Hope Restoration Orphanage Outreach Project (HROOP)

Support for orphanages and child-care institutions through educational assistance, humanitarian aid, psychosocial support, mindset empowerment, and faith-based encouragement.

- **Overall Goal:** Reach and support 1,000 vulnerable and marginalized children across the Greater Accra Region
- **Phase One** — Potter's Village Orphanage, Dodowa; **Date: 22 May 2026**; 170 total benefited (150

resident children + 20 caregivers per the Organizational Profile; ~170 children and caregivers per the Comprehensive Institutional Profile); support delivered: educational materials, food items, welfare support, humanitarian donations

- **Phase Two** — Village of Hope Orphanage, Gomoa Fetteh; **Date: 27 June 2026**; 200 vulnerable children benefited per the Press Release/Organizational Profile *(the Comprehensive Institutional Profile lists objectives — educational support, humanitarian assistance, corporate product donations, community engagement — but does not restate the 200-child figure; treated as consistent, not conflicting)*
- **Total reached so far:** 370 vulnerable children
- **Phase Three** — Date: **19th September 2026**; Target: expand support toward achieving the 1,000-child outreach goal
- **Support included:** Character reformation sessions, educational materials, food and nutrition, mosquito nets and health items, clothing donations

---

5. PARTNERSHIPS

Government / Public Sector

- Ministry of Gender, Children and Social Protection
- Department of Social Welfare
- Ghana Education Service (GES)
- Ga North Municipal Assembly
- Ghana Health Service — Ga North Municipal Health Directorate
- National Malaria Control Programme
- Ghana TVET Service

Private Sector / NGO

- EPP Books Services
- CBL West Africa (Munchee Biscuits)
- Promasidor Ghana Limited
- O & B Foundation Ghana
- KFC Ghana

HEF-GH collaborates with government institutions, private sector organizations, NGOs, community-based organizations, faith-based institutions, and corporate organizations.

Geographic Coverage

Current interventions have been implemented in: **Accra, Ga North Municipality, Pokuase, Dodowa, and Gomoa Fetteh** (Greater Accra Region). HEF-GH intends to expand operations into additional regions

of Ghana through strategic partnerships and resource mobilization.

---

6. INSTITUTIONAL ENDORSEMENTS & RECOMMENDATIONS

Both letters below were issued by the same department under the same reference number and cover the same underlying facts, but serve distinct purposes — one is a general recommendation/endorsement, the other a formal impact-verification letter.

Letter 1 — "Letter of Recommendation and Endorsement" — Ga North Municipal Assembly, Department of Social Welfare and Community Development

Field	Detail
Issuing Authority	Ga North Municipal Assembly — Department of Social Welfare and Community Development
Addressed To	The Executive Director, Hope and Empowerment Foundation GH LBG (HEF-GH), Franco Estates, Ga North

Field	Detail
	Municipality, P.O. Box AT1926, Achimota, Accra, Ghana
Date	25th June 2026
Reference	Our Ref: GN/NA.GNMA.01/10/25
Signed By	Roland Anafo, Head SW/CD (Social Welfare and Community Development)
Department Contact	Digital Address: GW-0450-8542; Postal Code: GW0450; P.O. Box OF 594, Ofankor; Office Line: 0531097704

Summary of content:
The Department of Social Welfare and Community Development, Ga North Municipal Assembly, confirms it has reviewed HEF-GH's reports and directly observed its activities within the Municipality, and states that the organization "has demonstrated a commendable commitment to improving the welfare and socio-economic wellbeing of vulnerable individuals and communities" through its youth empowerment, leadership development, educational support, vocational skills training, humanitarian assistance, and community development work.

The letter specifically references: completion of the Mindset First – Future Ready Leader Project in 34 schools, impacting **7,120 students**; graduation of **20 unskilled and unemployed youth and women** through FVESTA; and the Hope Restoration Orphanage Outreach Project's goal of covering 1,000 vulnerable and marginalized children across Greater Accra.

The Department states it is "satisfied that Hope and Empowerment Foundation GH LBG possesses the institutional capacity, leadership, professionalism, and commitment necessary to successfully implement community development and social intervention programmes," and formally recommends and endorses HEF-GH "for consideration by government institutions, development partners, donor agencies, corporate organizations, faith-based institutions, and other stakeholders."

Letter 2 — "Impact Verification of Community Development and Social Interventions" — Ga North Municipal Assembly, Department of Social Welfare and Community Development

Field	Detail
Issuing Authority	Ga North Municipal Assembly — Department of Social Welfare and Community Development

Field	Detail
Addressed To	The Executive Director, Hope and Empowerment Foundation GH LBG (HEF-GH), Franco Estates, Ga North Municipality, P.O. Box AT1926, Achimota, Accra, Ghana
Letter Date	25th June 2026 (as stated in the letterhead date field)
Issued Date	27th July 2026 (as stated in the signature block — "Issued this 27th day of July, 2026")
Reference	Our Ref: GN/NA.GNMA.01/10/25 *(same reference as Letter 1)*
Signed By	Municipal Director, Department of Social Welfare and Community Development, Ga North Municipal Assembly *(name not legible on the scan — recommend confirming with the Department if the named signatory is needed for a specific submission)*

Summary of content:
Issued "TO WHOM IT MAY CONCERN" as an official verification of HEF-GH's community development and social intervention activities within Ga North Municipality, based on the Department's review of

reports submitted by the Foundation. It again cites completion of the Mindset First project in 34 schools, impacting **7,120 students**, in collaboration with the GES Directorate and Ga North Municipal Assembly, and FVESTA Phase 1 having "trained and graduated **20** unskilled, unemployed youth and women."

The letter states the Foundation "has actively undertaken programmes aimed at promoting youth development, educational advancement, leadership training, skills development, humanitarian assistance, and community empowerment," that its interventions have "contributed positively toward enhancing social inclusion, promoting self-reliance, supporting vulnerable groups, and strengthening community participation," and that it has "maintained constructive engagement with relevant stakeholders within the municipality."

It explicitly states: *"This letter is issued as an independent verification of the Foundation's reported community development efforts and impact and may be used for partnership development, donor engagement, grant applications, institutional profiling, and other legitimate purposes."*

Significance: Together, these two letters are HEF-GH's strongest independent, third-party, government-issued endorsements in this repository — distinct from HEF-GH's own self-published materials (Press Release,

Organizational Profile, Comprehensive Institutional Profile). Both are explicitly authorized by the issuing Department for use in grant applications, donor engagement, and institutional profiling, and are strong references for any future notability case for platforms like Wikipedia once independent media coverage also exists. Note the two different dates on Letter 2 (25 June letterhead date vs. 27 July issued/signed date) — cite the 27 July issued date as the operative date if asked which is authoritative.

---

7. GLOBAL ALIGNMENT — UN SUSTAINABLE DEVELOPMENT GOALS

SDG 1 (No Poverty) · SDG 2 (Zero Hunger) · SDG 3 (Good Health & Well-Being) · SDG 4 (Quality Education) · SDG 5 (Gender Equality) · SDG 8 (Decent Work & Economic Growth) · SDG 10 (Reduced Inequalities) · SDG 16 (Peace, Justice & Strong Institutions) · SDG 17 (Partnerships for the Goals)

---

8. WHY PARTNER WITH HEF-GH?

- **Proven Community Impact** — Over 7,000 students impacted through educational empowerment

programs

- **Direct Humanitarian Reach** — Hundreds of vulnerable children supported through orphanage outreach interventions
- **Grassroots Presence** — Strong community engagement and local implementation capacity
- **Accountability** — Commitment to transparency, proper documentation, monitoring, evaluation, and reporting
- **Sustainability** — Programs designed to create long-term social and economic impact

---

9. CURRENT PRIORITIES (2026–2027)

- **Hope Restoration Orphanage Outreach Project** — Target: 1,000 vulnerable children
- **Expansion of HEF Clubs** — Leadership and character development clubs in schools
- **FVESTA Expansion** — Additional vocational skills training programs
- **Educational Support Initiatives** — Provision of books, learning materials, and mentorship
- **Youth and Women Empowerment Programs** — Economic empowerment and entrepreneurship development

10. CALL FOR PARTNERSHIP

HEF-GH welcomes partnerships with:

- Corporate Organizations
- Development Partners
- Foundations
- Government Agencies
- Educational Institutions
- Faith-Based Organizations
- Philanthropists
- International NGOs

Together, we can empower communities, nurture hope, inspire futures, and transform lives.

---

11. LOOKING AHEAD — STRATEGIC PRIORITIES (PRESS RELEASE FRAMING)

- Expanding vocational training opportunities
- Scaling educational support programmes
- Strengthening child welfare interventions
- Increasing healthcare advocacy activities

- Building stronger partnerships with government, development partners, and the private sector

---

12. GOVERNANCE — INSTITUTIONAL GOVERNANCE AND POLICY ARCHITECTURE

Framework Reference: HEF-GH/GOV/ARCH/2026/001
Applicable To: All Board Members, Staff, Volunteers, Interns, Partners, Contractors and Vendors of HEF-GH
Approved By: Rev. Francis Kofi Takyi Adams — Founder, Executive Director & CEO, and the Board of Directors
Effective Date: Upon approval — Permanent (subject to periodic review)
Review Cycle: Every 24 months, or sooner if required
Governance Values: Good Governance · Accountability · Safeguarding · Sustainability · Transparency · Innovation · Community Impact

The Architecture comprises **eighteen master policies** grouped into six sections. Individual policies may be extracted and issued separately under their own document reference for partnership, audit, or regulatory submission, without affecting the validity of the whole.

Section A — Governance & Legal Integrity

Policy 1 — Board Governance & Ethics Policy *(HEF-GH/GOV/POL-01/2026)*
Aligned with OECD Governance Principles and UNDP governance frameworks. The Board comprises the Founder/Executive Director/CEO, Director, Secretary, Treasurer, PRO/Deputy Secretary, and Administration/Marketing lead. Meets at least quarterly; approves annual budget and programme plan; reviews performance and risk. Directors owe duties of care, loyalty, and good faith. Decisions recorded in permanent written minutes. Board reviews/approves all institutional policies.

Policy 2 — Conflict of Interest Policy *(HEF-GH/GOV/POL-02/2026)*
Prevents personal benefit from organisational decisions. Annual written conflict-of-interest declarations required from Board, management, and procurement/financial staff. Immediate disclosure and recusal required for any personal/financial interest. Undisclosed conflicts may result in decision reversal. Reinforces Procurement and Anti-Fraud policies.

Policy 3 — Whistleblower Protection Policy *(HEF-GH/GOV/POL-03/2026)*
Aligned with Transparency International standards and Ghana's Whistleblower Act, 2006 (Act 720).

Reports may go to the Executive Director, any Board member, or a confidential channel, and may be anonymous. No tolerance for retaliation. Reports logged, assessed, investigated per relevant substantive policy. Strict need-to-know confidentiality.

Section B — Financial Management

Policy 4 — Anti-Fraud, Bribery & Anti-Corruption Policy *(HEF-GH/GOV/POL-04/2026)*
Aligned with the UN Convention Against Corruption. Zero tolerance for fraud, bribery, corruption. Prohibited conduct includes misappropriation, falsified records, bribery, procurement manipulation, fictitious beneficiaries/employees/vendors. Prevention via internal controls, segregation of duties, competitive procurement, conflict-of-interest declarations. Substantiated cases → dismissal, loss recovery, referral to Ghana Police Service and EOCO.

Policy 5 — Financial Management & Procurement Policy *(HEF-GH/GOV/POL-05/2026)*
Aligned with IFRS and EU/USAID compliance principles. Annual Board-approved budget; variances over 15% reported with explanation. Accounts held at Zenith Bank (Ghana) Ltd, dual-signatory mandate (Rev. Francis Kofi Takyi Adams and Mrs. Esther Tetteh). Tiered procurement thresholds (single quotation / three competitive quotations / formal tender with Board approval). Records retained

minimum 5 years; annual independent audit filed with NPO Secretariat within 3 months of year-end. Vendor due diligence per "Know-Your-Partner" NPOS expectations.

Policy 6 — Asset Management & Disposal Policy *(HEF-GH/GOV/POL-06/2026)*
Asset register records all significant equipment, vehicles, property (acquisition date, cost, location, condition). Assets used solely for HEF-GH purposes. Annual physical stocktake reconciled against register. Disposal requires documented justification and ED/Board approval, consistent with Companies Act, 2019 (Act 992).

Section C — Operational Safeguards

Policy 7 — Child Protection & Safeguarding Policy *(HEF-GH/GOV/POL-07/2026; full policy HEF-GH/POL/CPP/2026/001)*
Aligned with the UN Convention on the Rights of the Child and Ghana's Children's Act, 1998 (Act 560). Zero tolerance for child abuse, neglect, exploitation. Code of Conduct includes the two-adult rule, prohibition of private/unsupervised contact, prohibition of physical punishment. Safe recruitment/screening for child-contact roles. Reports go to the designated Child Protection Focal Point (Rev. Francis Kofi Takyi Adams) and, where criminal conduct suspected, to the Department of Social Welfare and DOVVSU.

Policy 8 — PSEAH Policy (Protection from Sexual Exploitation, Abuse and Harassment) *(HEF-GH/GOV/POL-08/2026; full policy HEF-GH/POL/PSEA/2026/001)*
Aligned with UN Secretary-General's Bulletin ST/SGB/2003/13 and IASC Six Core Principles. Zero tolerance; adopts IASC Six Core Principles in full including prohibition on sexual activity with anyone under 18 and exchanging assistance for sexual favours. Multiple confidential reporting channels; survivor-centred response. PSEA Focal Point: Rev. Francis Kofi Takyi Adams. Substantiated misconduct → summary dismissal, law enforcement referral, permanent ineligibility.

Policy 9 — Gender Equality & Social Inclusion (GESI) Policy *(HEF-GH/GOV/POL-09/2026)*
Aligned with SDG 5 and UN Women principles. Programme design considers women, girls, persons with disabilities, underserved groups — consistent with women- and youth-centred vocational training focus. Fair representation in recruitment, volunteering, Board composition. Accessibility assessment of venues. No tolerance for gender-based discrimination/harassment.

Section D — Human Resource & Workplace

Policy 10 — Human Resource & Volunteer Management Policy *(HEF-GH/GOV/POL-10/2026)*

Aligned with ILO standards. Merit-based, transparent recruitment with reference checks; additional safe-recruitment screening for child-contact roles. Induction covers mission, role, safeguarding/PSEAH/code-of-conduct before activity begins. Named staff supervisor per volunteer; volunteers not placed in sole unsupervised charge of safeguarding-sensitive or financial matters. Pre-approved expense reimbursement; prompt confidential grievance handling.

Policy 11 — Occupational Health, Safety & Security Policy *(HEF-GH/GOV/POL-11/2026)*
Safety assessment of programme venues (schools, children's homes, community sites) before/during activities. Careful transport arrangements, aligned with Child Protection Policy where children involved. Safety/security briefings before field activities. Incidents reported to ED promptly and logged.

Policy 12 — Data Protection, Privacy & Confidentiality Policy *(HEF-GH/GOV/POL-12/2026)*
Aligned with GDPR principles and Ghana's Data Protection Act, 2012 (Act 843). Data collected only for legitimate purposes, stored securely, access-limited. Consent required from beneficiaries (or parent/guardian for children) before public use of data/images/stories. No third-party sharing without legitimate basis/consent except as required by law or

to prevent harm. Retention limited to necessary purpose; secure disposal thereafter.

Section E — PR, Impact & Sustainability

Policy 13 — Communications, Branding & Media Policy *(HEF-GH/GOV/POL-13/2026)*
All official materials use HEF-GH's approved royal blue and white branding and official logo. Public communications must be accurate, avoiding overstated/unverified achievements or partnerships. Beneficiary images/stories used only with consent, preserving dignity (per Child Protection/Data Protection policies). Only the Executive Director, or those they expressly authorise, may speak publicly on HEF-GH's behalf.

Policy 14 — MEAL Policy (Monitoring, Evaluation, Accountability & Learning) *(HEF-GH/GOV/POL-14/2026)*
Aligned with UN Results-Based Management standards. Each programme (Mindset First, FVESTA, HROOP) has defined indicators and standardised data-collection tools (e.g., school Completion & Feedback Forms with headteacher sign-off). Monthly review by programme leads, reported to ED. Beneficiary feedback/complaints channels distinct from safeguarding channels. Lessons learned inform subsequent programme phases and are shared with Board/partners.

Policy 15 — Environmental & Sustainability Policy *(HEF-GH/GOV/POL-15/2026)*
Responsible use of materials across training programmes (e.g., FVESTA's agribusiness/manufacturing tracks) and admin operations. Environmentally responsible practices considered in programme design without compromising accessibility/affordability. Waste minimisation. Sustainability considered in Board strategic planning.

Section F — Advanced Management Additions

Policy 16 — Partnership & Resource Mobilization Policy *(HEF-GH/GOV/POL-16/2026)*
Aligned with SDG 17. All partnership/funding proposals reviewed for mission-consistency and evidence before submission. Public claims about partnerships/funding made only once confirmed in writing. Grant/donor funds managed per Financial Management Policy, including donor-specific/restricted-fund requirements. MOUs/partnership agreements reviewed by ED, and by Board for material agreements, before signature.

Policy 17 — Program Implementation Policy *(HEF-GH/GOV/POL-17/2026)*
Aligned across HEF-GH's 7 Strategic Pillars. Each activity planned with defined objective, beneficiaries, schedule, required approvals (e.g., GES introduction

letters for school-based activities). Standardised tools/formats (e.g., Completion & Feedback Forms) ensure consistent quality/comparable records. Delivery complies with Child Protection, PSEAH, and GESI policies at every stage. Completed activities documented/reported through MEAL processes.

Policy 18 — Risk Management Policy *(HEF-GH/GOV/POL-18/2026)*
Risk categories: safeguarding, financial, operational, compliance/legal, reputational, strategic, security. Live Risk Register records each risk, likelihood/impact rating, mitigating measures, named owner. Reviewed by ED at least quarterly, presented to Board at least annually or after significant incidents. Mitigation draws on other institutional policies.

---

13. GOVERNANCE POLICY MANUAL — DETAILED STANDALONE POLICIES

Manual Reference: HEF-GH/POL/MANUAL/2026/001
Subtitle: *A Permanent, Board-Approved Compendium of HEF-GH's Institutional Governance Policies*
Applicable To: All Board Members, Staff, Volunteers, Interns, Partners, Contractors and Vendors of HEF-GH
Approved By: Rev. Francis Kofi Takyi Adams — Founder, Executive Director & CEO, and the Board of Directors

Effective Date: Upon approval — Permanent (subject to periodic review)
Review Cycle: Every 24 months, or sooner if required

This manual contains six independently-referenced, expanded policies that provide the operational detail behind several items in the Governance Architecture above.

13.1 Financial Management Policy — HEF-GH/POL/FIN/2026/001

- **Governance structure:** Board holds ultimate fiduciary oversight (quarterly review, budget approval); ED accountable for financial management/internal controls; Treasurer/Finance Officer (Mrs. Esther Tetteh) handles day-to-day administration.
- **Budgeting:** Annual budget prepared and Board-approved before the financial year; variances over 15% reported with explanation; donor/programme budgets tracked separately from core funds.
- **Records:** Consistent chart of accounts; all records (receipts, invoices, vouchers, statements) retained minimum 5 years per the Non-Profit Organisation Policy (2020); secure, access-restricted storage.
- **Banking:** Zenith Bank (Ghana) Ltd, Achimota Branch — Corporate Current Account (GHS) and Foreign Exchange Account (USD); dual-signatory

"both to sign" mandate (Rev. Francis Kofi Takyi Adams and Mrs. Esther Tetteh); monthly reconciliations reviewed by ED.

- **Internal controls:** Written authorisation required before any commitment; segregation of duties where staffing allows; petty cash on imprest basis, reconciled weekly; dual approval above a Board-set transaction threshold.
- **Reporting:** Monthly management accounts; quarterly Board financial report; annual independently-audited statement filed with NPOS within 3 months of year-end; donor-specific reports per funding agreement terms.
- **Restricted funds:** Tracked separately; reallocation requires donor written consent and Board approval.
- **External audit:** Annual independent audit; findings/management letters reviewed by Board; recommendations tracked to completion.
- **Relationship to other policies:** Operates alongside Anti-Fraud, Procurement, and Risk Management policies as HEF-GH's overall financial integrity system.

13.2 Anti-Fraud and Anti-Corruption Policy — HEF-GH/POL/AFAC/2026/001

- **Zero-tolerance statement:** No tolerance for fraud, bribery, or corruption by any representative regardless of seniority; firm action includes termination, law enforcement referral, and recovery of losses.
- **Key definitions:** Fraud, Corruption, Bribery, Conflict of Interest are each formally defined.
- **Prohibited conduct includes:** Misappropriation/theft of funds, assets, or beneficiary resources (including diversion of donated goods); falsification of financial/beneficiary/programme records; soliciting/accepting bribes or kickbacks; procurement manipulation; creating fictitious ("ghost") beneficiaries, employees, or vendors; failing to declare genuine conflicts of interest.
- **Prevention measures:** Internal financial controls and segregation of duties; competitive documented procurement; mandatory annual conflict-of-interest declarations; vendor/partner pre-engagement screening; unannounced spot-checks.
- **Reporting mechanism:** Any person (staff, volunteer, beneficiary, vendor, public) may report confidentially or anonymously to the ED, any Board member, or a dedicated channel; protection from retaliation aligned with Ghana's Whistleblower Act, 2006 (Act 720).

- **Investigation:** Reports logged/assessed promptly by ED or a Board-designated uninvolved individual; significant/senior-level allegations investigated by an independent party appointed by the Board; criminal conduct referred to Ghana Police Service and EOCO; findings reported to Board with recommended action.
- **Sanctions:** Up to and including summary dismissal/termination of contract or partnership, loss recovery, and law enforcement referral.

13.3 Volunteer Management Policy — HEF-GH/POL/VOL/2026/001

- **Recruitment/screening:** Roles defined in advance with duties, time commitment, and child-contact status specified; references required; safe-recruitment screening for child-contact roles per Child Protection Policy; signed Code of Conduct, PSEA acknowledgement, and (where relevant) Child Protection Policy acknowledgement required before activity begins.
- **Induction:** Covers mission/programmes, role/responsibilities, safeguarding/PSEA expectations, and reporting procedures.
- **Supervision:** Named staff supervisor per volunteer; volunteers excluded from sole unsupervised charge of programme decisions,

financial transactions, or safeguarding-sensitive activities; periodic performance/conduct review.

- **Code of Conduct:** Respect and dignity toward all; full compliance with Child Protection, PSEA, and Anti-Fraud policies; accurate representation of HEF-GH without unauthorised commitments; confidentiality; prompt reporting of concerns.
- **Support/recognition:** Reasonable pre-approved expense reimbursement (e.g., transport); certificates of service, references, public acknowledgement.
- **Grievances:** Raised with supervisor or, if unresolved, the ED; handled promptly, fairly, confidentially.
- **Termination:** HEF-GH may end engagement at any time for conduct falling below standard; immediate effect for safeguarding concerns.

13.4 Procurement and Vendor Management Policy — HEF-GH/POL/PROC/2026/001

- **Principles:** Value for money; transparency; fairness and competition; accountability with a clear audit trail.
- **Thresholds and methods** (subject to periodic Board review/inflation adjustment):
    - **Low value** (below GHS 5,000): single quotation, provided price is reasonable and

documented
    - **Medium value** (GHS 5,000 – GHS 20,000): at least three competitive written quotations, documented selection criteria
    - **High value** (above GHS 20,000): formal tender process and Board approval prior to award
    - **Emergency procurement** (e.g., humanitarian response): may deviate from standard thresholds with ED's written justification, reported to Board at next meeting
- **Vendor due diligence:** Basic due diligence above the low-value threshold, consistent with NPO Secretariat "Know-Your-Partner" expectations — legal registration confirmation, references where appropriate, conflict-of-interest checks.
- **Conflict of interest:** Personal/financial/family connections to a prospective vendor must be declared in writing; conflicted individuals excluded from evaluation/approval.
- **Segregation of duties:** Requesting, approving, and payment-authorising roles held by different people wherever staffing allows.
- **Contract management:** Written agreements above medium-value threshold specifying deliverables, price, timelines, payment terms; performance reviewed by responsible programme lead.

- **Record keeping:** All procurement records retained minimum 5 years, consistent with the Non-Profit Organisation Policy (2020).

13.5 Monitoring, Evaluation, Accountability and Learning (MEAL) Framework — HEF-GH/POL/MEAL/2026/001

- **Applies to:** All HEF-GH programmes, including Mindset First, FVESTA, and the Hope Restoration Orphanage Outreach Project.
- **Guiding principles:** Evidence-based decisions; genuine beneficiary voice; honest data collection (including shortfalls against targets); documented lessons used to adapt programming.
- **Monitoring:** Defined indicators per programme (schools reached, students trained, feedback ratings, graduate numbers, beneficiaries served); standardised tools (e.g., Future Ready Leader Project Completion & Feedback Forms, headteacher sign-off, school stamps); monthly compilation/review by programme leads, reported to ED.
- **Evaluation:** Periodic internal reviews at least annually or at close of each training season/phase; external/independent evaluation sought for donor-funded programmes where resources allow.

- **Accountability to beneficiaries:** Beneficiaries/partner institutions informed of programme scope and consent sought before participation; feedback/complaints channels distinct from safeguarding channels; programme changes communicated to affected parties.
- **Learning:** Findings discussed at internal programme review meetings; inform design of subsequent seasons/phases/engagements; significant lessons shared with Board and, where appropriate, partners/donors.
- **Data management:** Secure storage, access restricted to authorised staff, handled per Child Protection/Safeguarding data-protection provisions where children are involved.

13.6 Risk Management Framework — HEF-GH/POL/RISK/2026/001

- **Risk categories:** Safeguarding, financial, operational, compliance/legal, reputational, strategic, security.
- **Identification/assessment:** Via programme planning, staff/beneficiary feedback, incident reports, Board discussion; rated low/medium/high on likelihood and impact.
- **Risk Register:** Records each risk, rating, mitigating measures, named owner; reviewed by ED at least quarterly, presented to Board at least

annually or immediately after a significant incident.

- **Mitigation and ownership:** Safeguarding risks → Child Protection/PSEA policies; financial risks → Financial Management/Anti-Fraud policies; operational/vendor risks → Procurement policy; each risk has a named owner.
- **Roles:** Board holds overall risk oversight; ED manages Risk Register and escalates significant risks; all staff/volunteers responsible for identifying/reporting emerging risks.
- **Incident response:** Materialised risks escalated immediately to ED and, where significant, the Board; handled per the relevant specific policy.

---

14. DOCUMENT CONTROL NOTES

External Verification References (for citations on Wikidata, OpenCorporates, and similar public listings)

- **Office of the Registrar of Companies (ORC) Portal — Name Search Result**
    - Confirms: Business Name "Hope and Empowerment Foundation GH LBG"; Business Type: "Company Limited by Guarantee"

    - URL: rgdonline.gegov.gov.gh/orc-app/
    - Retrieved: 22 July 2026
    - Use: Primary government-source citation for the "legal form" field on Wikidata, and for OpenCorporates verification/claim requests. Note this record confirms business name/type only — it does not independently display the incorporation date (24 October 2025), which should be cited separately from the ORC certificate itself if challenged.
- **NPO Secretariat (Ministry of Gender, Children and Social Protection) — Status Portal Result**
    - Search returned **2 matching entries**, both identical in content: NPO Name "HOPE AND EMPOWERMENT FOUNDATION GH"; Category: National; Type: Humanitarian Based; Issue Date: 7 November 2025; Expiry Date: 6 November 2026; Status: "In Good Standing"
    - Reference URL (Entry 1): npos.mogcsp.gov.gh/npos_status/
    - Reference URL (Entry 2): npos.mogcsp.gov.gh/npos_status/
    - Retrieved: 22 July 2026
    - Use: Independent government confirmation of active, compliant NPO status — strong citation for donor due-diligence packets, grant

applications, and Wikidata's "legal form"/status claims.

- Note: Both entries share the same search-results URL (the portal does not appear to generate a unique per-record URL/permalink). The fact that **two identical entries** appear for the same NPO name is itself worth a quick internal check with the NPO Secretariat to confirm this isn't an unintended duplicate registration in their system.
- Note: The NPOS "Issue Date" (7 November 2025) is a separate administrative date from the ORC incorporation date (24 October 2025) — these are two distinct government registrations (company formation vs. NPO operating status) and should not be conflated as a single "founding date" in external materials.

- **Ghana Revenue Authority (GRA) Taxpayer Portal — Account Dashboard**
  - Confirms: Taxpayer Name "HOPE AND EMPOWERMENT FOUNDATION GH LBG"; TIN/GH Card No.: C0066381088; Taxpayer Type: Organization; Tax Office: Achimota TSC; no pending returns or payments on record
  - Source: taxpayersportal.com/home (private, authenticated account view)

    - Retrieved: 22 July 2026
    - Use: Strong for internal records and donor/grant due-diligence packets (confirms active tax compliance). **Not usable as a public citation URL** (e.g., on Wikidata) since this is a private logged-in dashboard, not a public search tool — unlike the ORC and NPOS entries above, an outside party cannot independently reload this same page to verify it.
- **Wikidata Item — Hope and Empowerment Foundation GH LBG**
    - Q-ID: **Q140645961**
    - URL: wikidata.org/wiki/Q140645961
    - Created: 22 July 2026
    - Current content: Label (English) "Hope and Empowerment Foundation GH LBG"; Description "Non-governmental organization in Ghana Focused on human capital development and youth empowerment"; Alias "HEF-GH"
    - Status: Item created; statements/properties (country, headquarters, inception, founder, legal form, logo, official website, etc. — see the property table drafted earlier in this engagement) still need to be added and

referenced against the ORC and NPOS sources above.

    - Use: This is now HEF-GH's permanent, structured, globally searchable public identifier — cite this Q-ID going forward in grant applications, the "About Us" section of the website, and any other institutional profile as the canonical public reference.

- **Ga North Municipal Assembly, Department of Social Welfare and Community Development — Two Endorsement Letters**

    - **Letter 1 ("Letter of Recommendation and Endorsement")**: Date 25 June 2026; Signed: Roland Anafo, Head SW/CD; Reference: GN/NA.GNMA.01/10/25
    - **Letter 2 ("Impact Verification of Community Development and Social Interventions")**: Letterhead date 25 June 2026, issued/signed 27 July 2026; Signed: Municipal Director, Dept. of Social Welfare and Community Development; same Reference: GN/NA.GNMA.01/10/25
    - Source: physical/scanned letters on Ga North Municipal Assembly letterhead (scanned 22 July 2026); no public URL — retain the original scans as the source documents

    - Use: HEF-GH's strongest independent, third-party endorsements to date, and Letter 2 explicitly authorizes use for "partnership development, donor engagement, grant applications, institutional profiling." Suitable for donor due-diligence packets and grant applications. See full summary in §6.

Data Discrepancy Flag (requires internal reconciliation)

- **FVESTA Season One graduate count**: reported as **20 graduates** in the Press Release *and* both Ga North Municipal Assembly letters (3 sources), vs. **14 beneficiaries** in the 2026 Organizational Profile and the Comprehensive Institutional Profile & Humanitarian Impact Report (2 sources). With three sources — including two independent government letters — now agreeing on **20**, this is the better-supported figure, though it should still be confirmed against the original FVESTA Season One completion/attendance records before being locked in as the official number.
- **Mindset First students reached**: reported as **7,119** in the Press Release vs. **7,120** in the Comprehensive Institutional Profile and both Ga North Municipal Assembly letters (3 sources, including two independent/government). **7,120** is now clearly the better-supported figure, though

still worth confirming against the Completion & Feedback Form tally.

- **HROOP Phase One breakdown**: the Press Release states 170 total beneficiaries at Potter's Village; the Organizational Profile breaks this down as 150 resident children + 20 caregivers = 170 total; the Comprehensive Institutional Profile states "approximately 170 children and caregivers" and adds a specific date of **22 May 2026**. These are consistent in total but should be cited with the fuller breakdown (150 children + 20 caregivers, 22 May 2026) going forward, as it is more specific and traceable.
- **HROOP Phase Two date**: the Comprehensive Institutional Profile adds a specific date of **27 June 2026** for the Village of Hope outreach, not present in earlier source documents. No conflict — treated as a valid addition.
- **Vendor name spelling**: "Promasidor Ghana Limited" (Press Release) vs. "Pomasidor" (Organizational Profile) — treated here as the same partner; recommend standardising to "Promasidor Ghana Limited" in all materials.
- **Founder's name and inception date omitted**: the Comprehensive Institutional Profile & Humanitarian Impact Report — despite being the most detailed of the four source documents — does not name Rev. Francis Kofi Takyi Adams as

Founder/Executive Director anywhere in its text, and does not state an establishment/inception date. Recommend adding both to any revised version of this document, using the founder's name and the 24 October 2025 (ORC) / 7 November 2025 (NPOS) dates already confirmed elsewhere in this repository.

General Notes

- All policies across both the Architecture and the Manual carry a standard **24-month (or sooner, if required) review cycle**.
- All policies are approved as **permanent, standing** policies of HEF-GH, remaining in force until formally revised or superseded by the Board of Directors.
- Individual policies may be extracted and issued under their own document reference for a specific partnership, audit, or regulatory submission without affecting the validity of the whole framework.
- This repository file should be updated whenever a source document (Press Release, Governance Architecture, Governance Policy Manual, or any newly-issued standalone policy) is revised or reissued.

This file consolidates official HEF-GH institutional records as uploaded and should be treated as the authoritative internal reference. For legal, audit, or donor-submission purposes, always cite or extract from the original signed source document (PDF/DOCX) rather than this summary file.